



# CITY OF HOUSTON

## Job Posting

1	SL/CMD
2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>SENIOR REAL ESTATE PROJECT MANAGER</div></div>
4	<div><div>Posting Number</div><div>(Administration Manager 302.9)</div></div>
5	<div><div>Department</div><div>PN# 105580 (3 VACANCIES)</div></div>
6	<div><div>Division</div><div>Department of Public Works &amp; Engineering</div></div>
7	<div><div>Section</div><div>Planning and Development Services</div></div>
8	<div><div>Reporting Location</div><div>Real Estate Branch (Various)</div></div>
9	<div><div>Workdays &amp; Hours</div><div>611 Walker</div></div> <div><div></div><div>M - F, 8 a.m. - 5 p.m.*</div></div>
10	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Supervises and directs technical personnel to develop, analyze, and negotiate complex real estate activities involving the disposition of City property interests, encroachments, leases, and acquisition of land and/or property rights for public and private projects. Administers and manages real estate service contracts that involve complicated/multi-agency issues. Reviews, approves, and makes recommendations on offer packages, purchase agreements, counter-offers, and cash-flow projections. Administers, reviews, and negotiates various complex real estate transactions. Interfaces with departments and outside agencies or firms involving real estate programs, transactions, and/or projects. Handles various real estate activities related to the purchase, sale, and lease of City owned properties. Provides project management oversight on real estate activities varying in complexity.</div></div>
11	<div><div>WORKING CONDITIONS</div><div>The position requires stooping, bending and/or lifting of items of up to 30 pounds, and sitting for extended periods of time. A portion of this work occurs in the field under most weather conditions and occurs in close proximity to moving vehicular traffic. Standing and walking moderate distances over uneven terrain is occasionally required.</div></div>
12	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a Bachelor's degree in Real Estate, Business Administration, Public Administration or a closely related field.</div></div>
13	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Six (6) years of experience in real estate, administration, appraisal, design or a closely related field are required. Pertinent professional experience may be substituted for the education requirements on a year-for-year basis.</div></div>
14	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
15	<div><div>PREFERENCES</div><div>Applicant must be computer literate in Windows applications to include Microsoft Access, Excel, PowerPoint, and Word. Preference will be given to applicants who have extensive experience in personnel and project management.</div></div>
16	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
17	<div><div>SAFETY IMPACT POSITION</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
18	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 26</div><div>\$1,895 - \$2,511 Biweekly \$49,270 - \$65,286 Annually</div></div></div>
19	<div><div>OPENING DATE</div><div>June 29, 2005</div></div>
20	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
21	<div><div>APPLICATION PROCEDURES</div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9496.</div><div>An equal opportunity employer</div></div>